

CASHBOOK

Are you using a handwritten cash book to keep track of your household, business, or club finances? With CASHBOOK your home computer can do most of the work for you!

CASHBOOK can handle payments in and out, VAT too if your business is large enough to be registered. At the touch of a few keys you can sort the transactions by type, amount, date - anyway you like.

Adding up columns of figures becomes a thing of the past - CASHBOOK automatically totals the transactions every time you make a new entry!

The best way to learn about CASHBOOK is to use the program - it really is easy to use, with pop-up menus that list all the options at every stage. However, by reading this manual you will get an overview of the program making it easy to get the most from it.

LOADING THE PROGRAM

If you have bought CASHBOOK on tape you can load and run the program simply by holding down one of the shift keys, and tapping *RUN/STOP*.

To load CASHBOOK from disk you should type *LOAD":*"*,8, then press *RETURN*. When the flashing cursor returns type *RUN* and press *RETURN* again.

When the loading is complete a title screen is displayed. Press any key to continue.

GETTING STARTED

Most of CASHBOOK's functions are controlled using the function keys and cursor keys. Press *f1* to display the main menu - notice how the first option is highlighted.

Use *f3* and *f7* you can move the highlight bar up and down the menu (you can also use cursor UP/DOWN if you prefer). Pressing *f1* will take the highlight bar to the Exit option at the top of the menu. Select Exit and press *f5* or *RETURN* to action your selection.

Now take a closer look at the screen. At the top there are column headings; the next line shows the INITIAL BALANCE. This will usually be the balance carried forward from the previous month (or year).

The rest of the screen is blank. Pretty unexciting isn't it! Why not enter some transactions to make it look more interesting. First press *f1* to display the Main Menu, then *CURSOR DOWN* to select *ADD ITEMS*.

Next press *RETURN*, and finally *Y* to confirm that you really do want to add some items!

Now the program will ask you a series of questions about the transaction. First of all the *Name*, i.e. whatever wording you want to use to describe the transaction. Usually this will be the name of the person you are paying money to (or receiving money from). Don't try to use capital letters - although what you type appears in lower case letters at this stage, it will be displayed in capitals when you are finished.

Next you will be asked to enter the *Code* for the transaction, one or two letters that describe the type of transaction, for example you might use *EL* for your electricity bill, *RA* for rates, and *RE* for rent. It is a good idea to work out the codes you want to use before you start.

Amount is pretty self-explanatory. Type the value of the transaction in pounds and pence, e.g. 56.34, and press *RETURN*. Next press *c* if this is a *credit* (i.e. money paid to you) or *d* if it is a *debit* (money you have paid out).

The *Vat Code* is not important unless you are registered for VAT, although it will help you decide whether it is to your advantage to get registered. Two VAT rates are set up initially, *A* as 15% and *Z* as 0%, but you can change these rates and have up to 6 more if need be! If the transaction includes VAT then *CASHBOOK* will automatically calculate the amount of the VAT - and the amount of the transaction excluding VAT.

Entering the *Date* can be fun. Use the cursor keys to change the date shown (*UP/DOWN* changes the day, *LEFT/RIGHT* the month). The date displayed is the last date entered, so if you have a lot of transactions on the same day you only need to press *RETURN*.

Now that you have told the program all it needs to know it does a few calculations, and writes the transaction into your electronic cash book. Press *Y* or *RETURN* to enter another transaction, *N* to go back to the menu, *I* to ignore the new entry (i.e. cancel it), or *E* if you not sure whether the last entry was correct, and would like to be able to review and edit it.

Enter several transactions (make them up if necessary), go back to the Main Menu and select *EXIT*. Now take a look at what you can see on the screen. Use the cursor keys to move the screen around - the cash book is a lot wider than the 40-column screen of a 64, so you can't see everything at once.

It may be that some of the columns in the cash book are unnecessary for your purposes - don't worry, because one of the options in the Main Menu is *Format Title*, which allows you to change the heading at the top of the screen, and thus the information displayed.

Now that you have entered your first transactions it is time you learned more about what *CASHBOOK* can do for you.

ANALYSING TRANSACTIONS

One of CASHBOOK's most useful features is the ability to split the list of transactions into two. This is done by marking certain transactions with a > character, and leaving other transactions unmarked. CASHBOOK has a sophisticated SEARCH command that makes it very easy to pick out the transactions you are interested in, though you can also mark or unmark individual transactions.

There are countless ways in which you might use this feature, for example, you might want to look at receipts separately from expenditure. Alternatively you might wish to examine all items of expenditure over £500, or all receipts prior to December 1987.

Most CASHBOOK functions can operate on all transactions, marked transactions only, or unmarked transactions only.

CASHBOOK FUNCTIONS

Many of the items in the Main Menu lead to sub-menus. To get to one of these sub-menus you must go through the Main Menu (now you know why it's called the Main Menu!).

EDIT ITEM

This works in much the same way as **Add Item**, allowing you to alter an entry already made. Make sure that you first highlight the entry to be changed, using the cursor keys to move through the list.

TAPE/DISK

This option is either **TAPE** or **DISK** - depending whether you bought the program on tape or disk - and has its own sub-menu:

DIRECTORY (*disk only*)

This lets you see the files you have previously saved.

LOAD

If you are using disk you can load in one or more files. Mark the files you want to load then press **B** to begin loading. If you are using tape only one file can be loaded - enter the file name and press **RETURN**. Additional files can, however, be loaded using **APPEND**.

APPEND

The load option always deletes any transactions held in the computer. **APPEND** allows you to add transactions on disk or tape to those in memory.

SAVE ALL, SAVE MARKED, SAVE UNMARKED

You can save all the entries, or a selection of them.

SEARCH

You can search through the transactions and show the entries which match the search criteria. You will be asked if you would like to clear the effect of the last search operation - this allows you to restore the entry list back to what it was before the last search operation. Press Y or N as appropriate.

You can search for transactions even if you know very little about them. Just enter the information that you do know into the table that is displayed:

SEARCH FOR ITEM

Item No	*	*
Code	*	
Name	*	
Date	*	*
Amount	*	*
Vat code	*	
Vat	*	*
Total	*	*

Category:1. Search the current list and
unmark any non matches

The asterisks (*) on this page mean 'don't care', and therefore if a search was made without changing anything *all* the transactions would be displayed. Normally, however, you will wish to search for specific transactions - move the highlight bar to the criteria you wish to use and type RETURN. Now enter whatever it is you want to search for (press RETURN when you are finished). Repeat this process until you have changed the table to your requirements. Some of the rows in the table contain two asterisks, allowing you to specify 'from' and 'to' criteria, so you may, for example, search for transactions are dated from 25:11:87 to 28:11:87.

There are four categories of search, depending upon whether you want to search marked or unmarked transactions, and whether you want those that are found to be marked, or unmarked. To change the search category highlight it and press RETURN, then use the UP/DOWN key to select the category you require.

When you are ready, press B to start the search. Once the search is complete you can decide that you want to see all the transactions, only those which are marked, or only those that are unmarked. Select one of the options Display All, Display Marked, or Display Unmarked. Of course, transactions which are not displayed are not lost, merely hidden from view!

Use the options Mark Item and Unmark Item to select individual transactions. The option Clear Search/Sort marks all transactions, and effectively clears the effect of any search or temporary sort that has been carried out.

SORT

You can sort the transactions according to Code, Name, Amount, Vat, Vat Code or Date. If you choose a temporary sort then the transactions will return to their previous order when you next add or edit transactions.

A permanent sort is exactly that, permanently changing the order of the transactions. If in doubt, always use a temporary sort.

PRINT

The **OUTPUT** option allows you to print out a list of transactions or create a disk/tape file that can be loaded into some word processors, such as Easy Script from Commodore. The program assumes you are using standard paper (66 lines per page) and a standard width printer (80 columns), however you can change these values to suit the printer/paper you are using by selecting either **Input Columns** or **Input Page Length**.

The report can have a heading. The **Input Heading** option allows you to set the heading you want. You can print all the transactions, only those marked, or only those unmarked. Whichever option you select you will have a further opportunity to alter the report heading.

Standard Commodore printers are usually addressed as device 4, and are always connected to the Serial Port of the computer, either directly or indirectly. However, you may have a printer which is set to device number 5, or a Centronics-compatible parallel printer connected to the User Port of the computer. Press **P** (standard printer), **D/T** (disk or tape), **5** (device 5 printer), or **C** (Centronics-compatible printer).

There are two printout formats you can choose between, Normal and VAT. Either of these can be changed using the **Format Title** command, so the VAT format can be used for something else if you aren't registered for VAT.

DELETE

Use this option when you want to remove a transaction. Highlight the transaction first, using the cursor keys to move around the cash book, then select **Delete** from the Main Menu.

SET VAT

Two VAT rates are set up, A (15%) and Z (0%). You can change these rates or add up to six more rates if you select **Change VAT**. To restore the original rates select **Reset VAT**.

INITIAL BALANCE

The 'running balance' shown at the right hand side of the cash book obviously depends upon the **Initial Balance** shown at the top. This will usually be balance brought forward from the previous month or year.

FORMAT TITLE

You can change way that CASHBOOK displays and prints transactions. For example, you might not wish to display the VAT figures, or the separate debit and credit columns.

The title line shown at the top of the screen defines the format of the information displayed on the screen (and similarly for the printer). So to change the information that is displayed, all you need to do is edit the title line, using **Inst/Del** and the cursor keys. Each of the possible items is represented by a letter of the alphabet. Press **-** to create a dividing line between columns.

DISK COMMAND

(disk version only)

You can send commands to the disk drive without leaving the CASHBOOK program. Refer to your Disk Drive Manual for details of the various commands.

MOVING AROUND THE SCREEN

Normally there will be more information than can be displayed on the computer screen at one time, and the screen will act as a 'window' onto a large page of transactions. The simplest way to view the rest of the page is to scroll the window using the cursor keys.

There are quicker ways to move around the page, however. For example, if you press **Return** the left-hand side of the page is displayed; hold down the shift key and press **Return** to display the right side. *(CBM 64 only)*

You can also move up and down the page quickly. Press **f3** to move 10 lines up the page, or **f7** to move 10 lines down the page.

QUICK KEY FUNCTIONS

The commands you need to use most frequently can be accessed directly by pressing one or two keys, usually the **CTRL** key and one other. This is a lot quicker than going through the menus.

Hold down the **CTRL** key and **I** to mark a transaction (i.e. Insert it into the list of marked items), or **D** to unmark a transaction (Ddelete it from the list).

Press **CTRL** and **A** to quickly call up the Add Item command, or **←** (no need to press **CTRL**) to Edit the highlighted transaction.

CHANGING SCREEN COLOURS

If you don't like the colours chosen for the CASHBOOK display, or find them difficult to distinguish on your TV or monitor you can change them by pressing **CTRL** and one of the number keys. Each time you press a key it selects the next colour; continue pressing until you like what you see.

CTRL-1 changes the *border colour* (CBM 64 only)

CTRL-2 changes the *background colour*

CTRL-4 changes the colour of the *title line*